

OFFICE OF CIVILIAN DEFENSE

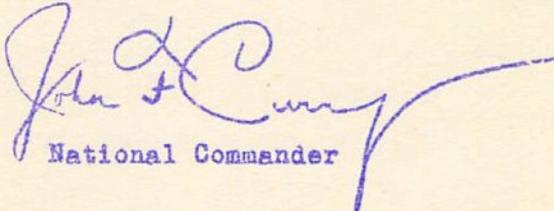
CIVIL AIR PATROL

WASHINGTON, D. C.

December 29th-1941

To: All Wing Commanders
From: Major General John F. Curry

The attached notes written after a conference with a Wing Commander who has had considerable success in starting the organization of his state, are sent you with the thought that the ideas expressed therein may be of help to you in solving your own particular problems.


National Commander

December 29, 1941

Some ideas to make Wing Commanders' jobs
easier and more efficient

1. Pick the best men you can get for your staff. Men who will work; not just say they will.
2. Pick even better men for your group commanders. These are the men you are going to rely on most. Impress on them how important it is for them to have a bang up good executive officer. Then tell them what sort of a staff they need and how if they get a good hard working staff their job is going to be easier.
3. Call in the aviation writers in each area - introduce them to the group commander. Tell them what a big job this group commander is undertaking and solicit their cooperation and help. This goes also for the radio people.
4. Advise them to try personally to get the top notch pilots to enlist and then see that the word gets around the various communities that Joe Zilch a war ace, a race pilot, an old barnstormer, or a transport pilot for one of the airlines has enlisted. This will help get the youngsters to go overboard in a big way for C.A.P.
5. See your Governor and tell him about this organization. Tell him how it can be helpful to the Home Guards, the Office of Civilian Defense, the state police, etc.
6. See your Adjutant General and explain to him our set up and what we are going to do for National Defense. How we will be his errand boy. Tell him the reason for Federal control of this organization, which is, of course, that all activity in aviation, especially in time of war, comes under Federal control. All air over all States comes under Federal control. Many activities of C.A.P. will be over state boundaries or in some cases over many States. When something has to be done, it has to be done right now and the orders have to be sent out from a central place. They may be orders effecting many States at one time.
7. See your State highway patrol leader; explain and ask his help; also tell him to call on us at anytime he thinks we can be helpful.
8. See some of the leading companies who use aeroplanes in their business or who are National Defense manufacturers and get their cooperation by telling them that we are at their service and that part of the reason for this organization is to keep civil aviation going.
9. In several places Chambers of Commerce and other civic organizations have donated office space, stenographic help, etc. They must be told about C.A.P.

10. A central enlisting office is very helpful to the pilots. Arrange for a fingerprint man, a photographer and some stenographic help so it will expedite enlistments.
11. Call a meeting of C.A.A. representatives and tell them we want to be their errand boys and ask them to call on us when there is something they think we might be helpful in.
12. See the airport managers; they can be very helpful.
13. Be sure and impress on all of the above mentioned groups that our job is one of cooperation and that we are not going to take away any of their jobs or authority.